



## Virtual One Stop (VOS) Bulletin

Prepared by: DES Employment Administration

**Effective Date:** November 14, 2003

**Bulletin Number:** #02-03

**SUBJECT:** JT-034 1<sup>st</sup> Quarter Follow-up Responses for PTS/VOS Data Conversion

### **BACKGROUND**

This is to inform you of a non-performance related, data clean-up issue concerning the conversion of data from the current Participant Tracking System (PTS) to the Virtual One-Stop (VOS) system.

As part of WIA data testing, the vendor (Geographic Solutions) found over **10,000 participant records** that lacked a response on the JT-034, Box 19, for the 1<sup>st</sup> Quarter Follow-up. This box (Box 19) labeled "Training Related" indicates whether or not an individual received training related to his/her employment. The response must be one of the following codes:

1= Yes

2= No

8 = Not Job Specific Skills – Training did not impart job-specific skills

9 = Not Determined – Relationship of employment to training cannot be determined.

Given the large number of records and the limited time in which to clean up data, Geo has been instructed to default **all unanswered** youth records to "1 = Yes" by the next data extraction – December 12, 2003. This decision was made based on the fact that all youth activities are considered training activities; therefore, employment would be training related. This means that if Box 19 is **not answered** by the respective LWIA, the PTS will automatically default to "1" as the response. LWIAs are strongly encouraged to review records prior to December 12<sup>th</sup> for youth who were employed in the first quarter, and ensure that Box 19 is answered appropriately. This is important because the VOS system will generate edit checks in the future following conversion, based on the extent to which corrections are made within the next few weeks. If, for example, a youth were actually not employed in the first quarter after exit, but the response to Box 19 had defaulted to "1" (Yes, employment was related to training), VOS would generate an edit check requiring correction by the LWIA.

For adult and dislocated worker records, it is also strongly recommended that each local area review its records and make the appropriate corrections by December 12<sup>th</sup>. Records for adults and dislocated workers that ***remain unanswered*** for Box 19 of the JT-034 will default to “9 = Not Determined” as the response. If such a participant had, in fact, received training, and the system’s defaulted response was “9” in Box 19, this response would show up as an edit check in VOS after conversion, and would require correction by the LWIA.

### **ACTION REQUIRED**

Making the corrections outlined above prior to conversion will provide cleaner data for VOS start-up and minimize future VOS edit checks.

### **DIRECT INQUIRIES TO**

Ms. Marilyn Nicolls  
Phone (602) 542-2465  
E-mail: [mnicolls@de.state.az.us](mailto:mnicolls@de.state.az.us)

***or***

Ms. Mimi Hurtado  
Phone (602) 542-2486  
E-mail: [vomh6967@de.state.az.us](mailto:vomh6967@de.state.az.us)

Thank you for your cooperation and efforts.